



U.S. PASSPORT RENEWAL INFORMATION
U.S. EMBASSY SAN SALVADOR, EL SALVADOR

ADULT PASSPORT RENEWAL BY MAIL

Using Cargo Expreso's Courier Service

Please be sure that you meet all the requirements and send all the documents and payment as directed.

This service is offered as a convenience. Even if you qualify, you can still decide to make an appointment and visit the Embassy to renew your passport.

You qualify for a passport renewal process by mail if you meet the following criteria:

- Your current U.S. passport book/card is in your possession and in good condition;
- You were at least 16 years old when your most recent U.S. passport book/card was issued (10-year validity);
- Your most recent U.S. passport book/card did not expire more than 5 years ago;
- Your current U.S. passport was issued under your current legal name (no name changes);
- You can wait up to 3 weeks to receive your new passport (no emergency travel).

If you do not meet the above criteria, you should follow the regular process and schedule an appointment at the U.S. Embassy San Salvador. **If you send your renewal through Cargo Expreso but do not meet the adult passport renewal by mail criteria, your documents will be returned to you and you must make an appointment.**

Step by step process to submit adult passport application through Cargo Expreso:

1) Visit and submit documents to your nearest Cargo Expreso agency from the list below:

Name	Telephone	Address	Schedule
San Miguel	2660-1771	Carretera Panamericana Salida a San Salvador N.151, frente a Texaco El Sitio	8:00- 18:00
San Miguel II	2661-0780	Condominio Torre Médica, Intersección de la 9 Ave. Sur y Calle La Paz. Local #19A 2da Planta	8:00-18:00
Agencia Santa Rosa de Lima	PBX: 2241-8888	Ave. General Larios, Barrio El Centro, local #3, enfrente de Almacenes Prado, Santa Rosa de Lima, La Unión	8:00 -17:00
Agencia Boulevard del Ejercito	PBX: 2241-8888/22	Km 3.5 Boulevard del Ejercito Nacional, sentido de oriente a poniente. contiguo a	8:00-18:00

		Gasolinera DLC, Soyapango, San Salvador	
Agencia Centro de San Salvador	PBX: 2241-8888/22	4ta Calle Pte. #609 Centro Comercial las Terrazas, San Salvador	8:00 -17:30
San Salvador	PBX: 2241-8888	Calle los Bambúes y Avenida Las Gardenias #3 San Salvador	8:00– 17:00
Agencia Santa Ana	PBX: 2241-8888/50	Urbanización San Miguelito, polígono G lote 1 edificio OVNICO carretera Bypass Santa Ana	8:00 -17:00
Santa Ana	2447-0944	9 Calle Oriente y 5 Avenida Sur #19 Santa Ana	8:00- 18:00

Please contact Cargo Expreso for questions regarding their agencies and latest updates:
[Cargo Expreso Website](#)

- 2) Purchase the delivery and return shipping labels at the same agency. (You must keep copy of the return pre-paid label to pick up the passport.)
- 3) Documents are sent to the U.S. Embassy in San Salvador in a sealed envelope provided by the agency.
- 4) The U.S. Embassy processes the applications upon receipt of the documents.
- 5) Once your new passport is received at the Embassy, it will be sent back to the agency along with the cancelled previous passport and any other documents using the pre-paid return labels.

Documents you MUST include in your package:

- ✓ **SIGN** and complete the [DS-82](#) passport renewal form.
 - **We encourage you to go online to fill out and print the form** (It should have a barcode on the left side). Go to: <https://pptform.state.gov/> . This saves processing time and helps avoid data entry mistakes.
 - You can still download the form and fill it out by hand if you prefer to do so.
 - **The application must be SIGNED.** Please be informed that the signature on the application should be the same as that in the previous passport.
 - On **field # 8** of the application, you **must place a local, El Salvador address**. On the second page you can place a U.S. address, or the same from El Salvador.
 - The **emergency contact** information **field #19** must be completed. It cannot remain blank.
 - **Your Social Security Number is REQUIRED** to process the passport application. If you have never had or applied for a social security number, you will be required to include a declaration under penalty of perjury that you were never issued a social security number. You can download a declaration here: ([No Social Security Statement](#))

- This declaration does not need to be notarized. When filling out the application form, please include “0’s” on field # 5 if you have never had a social security number.
- ✓ **Original Current Passport.**
 - If renewing your passport card, you must include it too.
 - Please include a photocopy of the biographical page.
- ✓ **One (1) WHITE background color passport photo 2” x 2” (5x5 cm) taken within the past 6 months, no eyeglasses.** Check [photo requirements](#)
- ✓ **Photocopy of your social security card.** Not an obligation but *highly recommended* to avoid delays in processing.
- ✓ **Payment**

The current fees are **\$110.00** U.S. for a passport book and **\$30** for a passport card.

- *Total Fees for Passport Book only: **\$110***
- *Total Fees for Passport Book and Passport Card: **\$140***

You have **TWO** payment options:

1. You may send a bank cashier’s check (*not a personal check*) in U.S. dollars for the **EXACT AMOUNT** above made payable to “**Embajada Americana**”. No checks more than 180 days old may be accepted.

IMPORTANT NOTE: We can only accept cashier’s checks from **Banco Cuscatlán, Banco Agricola, and Banco Promérica**, made out in the exact amount and name. Checks in the incorrect amount or name will be rejected and you will be required to provide a corrected check.

2. Starting **July 25, 2021**, you may pay the \$110 passport application fee via the [U.S. government’s secure payment site](#). After successfully paying the fee, you must print out the electronic payment confirmation you receive via email and include it in the package you will send us thru Cargo Expreso.

IMPORTANT NOTES:

- Only the passport book (\$110) may be paid for thru the [U.S. government’s secure payment site](#). You cannot pay for a passport card thru this site.
- Try different browsers if you experience any inconvenience with the display of the site.

In summary, your package must include:

- ✓ A **SIGNED** and completed [DS-82 form](#)
- ✓ Current passport/card (in good condition) (original and photocopy)
- ✓ 1 recent photo size 2x2 inches with white background;
- ✓ Photocopy of your Social Security Card (highly recommended);
- ✓ Cashier's check from an eligible bank in the exact amount made out to "Embajada Americana" **OR** your electronic payment confirmation from pay.gov.

Please take note of the following:

- The courier agency personnel **will NOT** review your documents to verify if they are correct/complete. They will **ONLY** make sure that you don't include cash in the envelope;
- The courier agency will accept **ONLY** one application and one payment check per envelope (each family member requires their own package);
- To get a cashier's check, an active local bank account is required, except for Banco Promérica (Check this last directly with Bano Promérica)
- Upon receipt of the envelope at the U.S. Embassy, our staff will review your documents. If the payment check is not correct or a required **original** document is missing, you will receive an email as notification for you to pick up your envelope at the courier agency with an "Information Request Letter" indicating why the payment check is incorrect or what additional original documents are needed, along with all the documents you submitted. Once you correct the payment check and/or add the missing documents, you will have to repeat the process and re-send the entire package, including paying again for the mailing labels.
- If your documents are not correct/complete but a scanned or emailed photocopy will suffice to complete your application, you will receive an email with an "Information Request Letter" indicating what needs to be provided. Once the needed documents are electronically received, the Embassy will continue processing your application.

Delivery Time:

- Allow at least 3 weeks to receive your new passport.
- All passports are printed in the United States and then mailed to the U.S. Embassy in El Salvador.

Questions? Send an email to acssansal@state.gov . For best service, please use "Adult Passport Renewal by Mail of [your name]" as the subject line.